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Minutes of the Finance and General-Purpose committee of Trowell Parish Council held at Trowell Parish Hall, Tuesday 27th June 2023, starting at 7.31pm

Present: Helen Cumberpatch, Jan Goold, Thomas Hall, Debbie Hopwood, Cynth McGann.

In attendance: Jane Murden (Clerk & RFO)

Item Ref	Description	Action
01/23.	Election of Chairman. Councillors voted to appoint Debbie Hopwood as chairman of the committee for the year to May 2024.	
02/23.	Election of Vice Chairman. Councillors voted to appoint Thomas Hall as vice chairman of the committee for the year to May 2024.	
03/23.	Apologies for Absence. a) Councillors to note any apologies for absence – None received. b) Councillors to vote on acceptance of any apologies for absence - None	
04/23.	Declarations of Members' interests. a) Pecuniary interests – None b) Other registerable interests – None c) Non-registerable interests - None	
05/23.	Minutes. Councillors noted the minutes as a true record of business conducted at the meeting held on 14 th February 2023. And that the minutes were approved by Full Council on the 14 th of March 2023.	
06/23.	Policies and Procedures: Councillors a) Approved the updated terms of reference and this will go to full council for adoption. b) Reviewed the purchases and payments and following a few amendments Approved to go to full council for adoption. c) Risk Management Policy was reviewed and following the amendments requested, will be taken back to F & GP committee on 26 th September 2023. d) Approved the CCTV Policy and will go to full council for adoption.	Full Council
07/23.	Allocation of Money Raised at the King's Coronation Event. Councillors discussed and voted to donate £50 of the money raised to the Uniform groups of Trowell, and the remaining money will be used for future events for the residents of Trowell.	Clerk
08/23.	Year end 2022/2023.	Clerk

	<p>a) Councillors were updated that the AGAR had been submitted by the Clerk with permission from the external auditor to use vice chair on forms.</p> <p>b) Councillors noted the Public Rights and Publication of Unaudited Annual Governance & Accountability Return period. Commencing from Monday 19th June and ending Friday 28th July 2023.</p> <p>c) Councillors voted to charge 25p per sheet if a hard copy of the AGAR is requested.</p> <p>d) Councillors approved the booking of the internal auditor for September 2023.</p>	
09/23.	<p>Finance.</p> <p>a) Councillors noted the net positions of budgets and accounts.</p>	
10/23.	<p>Quote Review.</p> <p>Councillors reviewed and voted to accept the quote for the fire alarm service.</p>	Clerk
11/23.	<p>Date of Next Meeting: 26th September 2023.</p> <p>Items for the agenda should be submitted to the Clerk by 15th September 2023.</p>	

Meeting closed at 8.59pm

Signed

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Date